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Abstract

This final repcrt cf the Icuisiana Vccaticnal Research and Develcpment Coordinating Unit covers the pericd August 1, 1966 thrcugh August 31, 1969. The fcllcwing subjects are discussed: summary cf project, major activities and acccmplishments during the period, prcblems, significant findings and events, dissemination of activities, capital equipment acquisitions, data collections (fcrms), cther activities, and administrative perscnnel and unit staff. Examples of forms and questicnnaires used in data collection surveys are appended. [Not available in hard ccpy due tc marginal legibility cf criginal document.] (CH)

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FINAL REPORT

LOUISIANA VOCATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT

Office of Education,
Bureau of Research No. 6-2719
Grant No. OEG-4-6-062719-2074

Period:
August 1, 1966 - August 31, 1969

Date of Submission:
October 1, 1969

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FINAL REPORT

Approved Project Title:	LOUISIANA VOCATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT
Author:	Dr. Paul B. Brown
Principal Investigator:	Same as Author
Grant Number:	Office of Education Grant Number - OEG-4-6-062719-2074, The Vocational Education Act of 1963, P. L. 88-210, Section 4(c)
Name of Grantee Institution or Agency:	Division of Vocational Education Louisiana State Department of Education
Date of Report:	October 1, 1969

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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SUMMARY OF PROJECT

Grant Number:	OEG-4-6-062719-2074
Title:	Louisiana Vocational Research and Development Coordinating Unit
Investigator:	Paul B. Brown
Institution or Agency:	Division of Vocational Education Louisiana State Department of Education
Duration:	August 1, 1966 - August 31, 1969

A. OBJECTIVES

The Vocational Research and Development Coordinating Unit (RCU) was designed to carry out the following objectives:

1. Conduct occupational studies and work cooperatively with local, state, federal and private agencies in surveying available data on employment opportunities, changes in the labor market, and occupational requirements as a base for planning effective vocational programs.

2. Serve as a coordinating center for the planning and development of programs of vocational research and education in the state.

3. Identify and examine deficiencies relating to vocational education in Louisiana; make use of vocational research and development facilities in strengthening vocational education.

4. Disseminate research findings and provide consultative services to all divisions of vocational education including teacher-training institutions.

5. Develop evaluative instruments for measuring the effectiveness of vocational education programs.

B. PURPOSES

To establish effective and functional comprehensive programs in vocational education based on facts determined by accurate research. To develop evaluative instruments for measuring the effectiveness of vocational education programs which will provide a basis for planning and redirection to assure quality programs.

To implement programs in vocational education research and development in curriculum and instructional material. To conduct surveys on the need for comprehensive training programs in occupational development.

To involve local (parish) school boards, area vocational-technical schools, and the Department of Education in recognition of the dire need for occupational education research and development so as to deal directly with problems and issues relative to occupational training and the direction of programs to fill these needs.

To utilize certain statistical data available from state and federal employment offices which lends itself to educational research and development. To strengthen the scope of surveys on occupational research which are used by nonprofit organizations.

To improve and develop an assurance of quality in all vocational education programs -- programs which are realistic in terms of actual or anticipated employment opportunities and suited to the needs, interests and abilities of those trained.

C. PROCEDURE

The RCU is located in the State Department of Public Education and is responsible to the Assistant Superintendent for Vocational Education. Unit personnel have a staff function relationship to the Vocational Education Division personnel. The Unit also serves in an advisory capacity to the administrative personnel in vocational education and through this group to the State Board of Vocational Education on matters related to occupational research.

Originally, the RCU staff was composed of the director, one (1) full-time research statistician, a consultant, four (4) data surveyors and the secretary.

From July 1, 1967 to May 15, 1968, the staff consisted of the director, a consultant, four (4) data surveyors and the secretary. A consultant has not been employed since May 15, 1968.

The RCU staff members served in a consultative capacity to initiators of research proposals requesting grants. They also informed individuals about potential research problems. The RCU director reviewed and recommended approval of research projects to the Assistant Superintendent for Vocational Education.

The Unit staff has collected, compiled and analyzed data on feasibility studies for the establishment and/or expansion of vocational-technical schools in five (5) areas of the state. Other educational surveys and studies have been conducted as requested.

D. RESULTS AND CONCLUSIONS

The results of the RCU may be viewed in terms of the total program in which vocational education currently is involved in Louisiana as well as activities that have been undertaken or are in progress. The coordination of the objectives and activities must be continuous. This section of the report may be presented in three (3) parts; namely, 1) Accomplishments as Related to Each of the Unit's Objectives, 2) Relationship Between the RCU Activities and Objectives and 3) Summary of Accomplishments of the Unit During the Period.

1. Accomplishments Related to Unit Objectives

a. Conduct occupational studies and work cooperatively with local, state, federal and private agencies in surveying available data on employment opportunities.

Through the efforts of the RCU staff, a study of manpower and training needs in retail and wholesale firms was published in June, 1968. The data was collected and analyzed by the Research and Statistics Unit, Employment Division, Louisiana Department of Labor.

b. Serve as a coordinating center for the planning and development of programs of vocational research and education in the state.

Collected and tabulated data on the capacity, enrollment and waiting lists for the various courses or programs of instruction offered at the area vocational-technical schools. The information may be used to realign courses of study in the vocational-technical schools.

Coordinated the plans for the establishment of a blended vocational-technical curriculum in the high schools designed to offer a combination of vocational subjects to train the high school graduate for "The World of Work." The program is now in effect in one (1) large high school.

c. Identify and examine deficiencies relating to vocational education in Louisiana; make use of vocational research and development facilities in strengthening vocational education.

Completed and submitted a report on the 32 area vocational-technical schools to the Center for

Occupational Education, North Carolina State University. The report included information on course offerings; financial expenditures for buildings, facilities and current operating expenses; enrollments - present and future; and a complete resume of the vocational-technical education programs in the state. This provided an opportunity to make changes and recommendations where needed to strengthen the programs.

d. Disseminate research findings and provide consultative services to all divisions of vocational education, including teacher-training institutions.

The Unit staff developed and maintains vocational education reference materials, curriculum materials, general references and research reports in the RCU. A complete set of "Research in Education" is on file. In addition, a "400 Reader-Printer" and a complete issue of micro-fiche from its beginning is available. A continuous subscription is in effect.

e. Develop evaluative instruments for measuring the effectiveness of vocational education programs.

A proposed survey with appropriate instruments was developed to make a complete study of the vocational-technical schools in Louisiana - (see Appendix RCU-2). This study is still in progress.

2. Relationship of RCU Activities to Objectives

The relationship between the RCU activities and the objectives is given in I. MAJOR ACTIVITIES AND ACCOMPLISHMENTS DURING THE PERIOD.

3. Summary of Accomplishments of the Unit During the Period

The five (5) objectives which have been listed were established as the RCU goals to be accomplished. The activities in which the staff participated were related and contributed to these five (5) objectives established as goals. Efforts were made to achieve each objective through a wide range of activities. Much of the time of the RCU staff has been expended to provide support for other personnel of the Division of Vocational Education.

An excellent collection of research reports and abstracts, and specific and general reference materials related to vocational education has been acquired and filed in the RCU area for use by those in need of information. The complete set of micro-fiche, including a continuous subscription and a "400 Reader-Printer" is available in the RCU. This is a very valuable collection.

I. MAJOR ACTIVITIES AND ACCOMPLISHMENTS DURING THE PERIOD

A. The relationship of the activities and accomplishments to the objectives

1. Conduct occupational studies and work cooperatively with local, state, federal and private agencies in surveying available data on employment opportunities, changes in the labor market, and occupational requirements as a base for planning effective vocational programs.

a. Prepared a report, "Louisiana Study of Manpower and Training Needs - Retail Firms - Wholesale Firms," published June, 1968. The data was collected and analyzed by the Research and Statistics Unit, Employment Security Division, Louisiana Department of Labor.

b. Conducted a survey of major chemical plants and veterinarians in order to ascertain the feasibility of establishing laboratory technician classes in the Louisiana vocational-technical schools.

2. Serve as a coordinating center for the planning and development of programs of vocational research and education in the state.

a. Coordinated the plans for the establishment of a blended vocational-technical curriculum in four (4) high schools in Louisiana. One high school was selected from each of the four (4) vocational-agricultural areas of the state. The program was designed to offer a blended curriculum with a combination of vocational subjects that would train the high school graduate for "The World of Work."

b. The following feasibility studies on the establishment of vocational-technical schools have been initiated and are in progress:

1) Ascension-St. James, St. Charles and St. John Parishes -- Survey of 10th, 11th and 12th grade students completed. A survey of "Out-of-School Youth and Adults" completed in Ascension but still in progress for St. James, St. Charles and St. John Parishes.

2) Morehouse Parish -- Student survey (10th, 11th and 12th grades) of high schools completed. Out-of-school youth and adults survey being made.

3) West Feliciana -- High school student survey (10th, 11th and 12th grades) completed. A limited survey of out-of-school youth and adults has been completed.

4) Collected, compiled, analyzed data and submitted reports to the State Board of Education on the feasibility of establishing vocational-technical schools in Allen and Jackson Parishes.

5) A feasibility study was initiated relative to the expansion of the facilities at the Northwest Vocational-Technical School, Minden, Louisiana. The study included a survey of the high school students (10th, 11th and 12th grades) and out-of-school youths and adults in Bienville, Claiborne and Webster Parishes. This survey has been completed and the report was submitted to the State Board of Education.

6) At the direction of the State Board of Education in June, 1969, the director met with officers of the Chamber of Commerce of Slidell, Louisiana, and St. Tammany Parish School Superintendent to make plans to conduct a feasibility study in the Slidell area. A survey was initiated and is in progress.

c. Devised project outline for research entitled "The Effects of Vocational-Technical Training on the Rehabilitation of Inmates in Correctional Institutions." The study was designed to determine the degree to which vocational-technical guidance and training served to restore inmates to society as useful citizens. The Division of Vocational Education conducts classes for prison inmates at the State Penitentiary, Angola, Louisiana.

d. Coordinated the development of three (3) research project proposals - 1) "Development and Testing of Single Concept Sound Films Loops for Use as a Teaching Aid," 2) Development of "A Pilot Vocational Program for Adults in International Marketing" and 3) "Predesign of Instructional Material for a Course in Machine Office Repair." Designed and submitted by Dr. Nicholas A. Adams, et al, of the faculty, Northeast Louisiana State College, Monroe. Also, developed an outline for a training program for radio mechanics on aircraft.

e. Worked with Tulane University personnel on a project "The World of Work" involving ten (10) schools in a three-parish area -- Jefferson, Orleans and St. Tammany. The personnel concerned with this project showed a professional aptitude toward the problems involved. It was observed that much progress was made due to the excellent cooperation of the participants involved in the program.

3. Identify and examine deficiencies relating to vocational education in Louisiana; make use of vocational research and development facilities in strengthening vocational education.

a. Completed and submitted a report on the 32 area vocational-technical schools to The Center for Occupational Education, North Carolina State University. This information is to be used in the proposed study in cooperation with the Southern Association of Colleges and Schools in establishment of a commission for accrediting post-high school vocational and technical programs. The report covered information on program or course offerings; financial expenditures for buildings, facilities and current operating expenses; enrollment - present and future; and a complete resume of the vocational-technical education programs in the state. This provided an opportunity to make changes and recommendations where needed to strengthen the programs.

b. Coordinated the writing of a proposal concerning occupational manpower study of Louisiana.

c. Coordinated the "National Survey of Characteristics of Vocational Education - Teachers and Students" as outlined in a Program Memorandum AVL (v) 69-3, dated December 27, 1968, Office of Education, Department of Health, Education and Welfare.

4. Disseminate research findings and provide consultative services to all divisions of vocational education, including teacher-training institutions.

a. Surveyed vocational-technical and secondary schools of Louisiana and course offerings. This was completed and forwarded to the Center for Studies in Vocational and Technical Education, University of Wisconsin, Madison, Wisconsin.

b. Submitted information requested by Educational Systems Research Institute, Inc. on Project VO-ED. It is the first nation-wide evaluative study of high school and post-high school vocational education.

c. Developed and maintain vocational education reference materials, curriculum materials, general references and research reports in the RCU. A complete set of "Research in Education" is on file. In addition, a "400 Reader-Printer" and a complete issue of micro-fiche from its beginning is available. A continuous subscription is in effect.

5. Develop evaluative instruments for measuring the effectiveness of vocational education programs.

a. Developed instruments relative to enrollment capacity per course offerings and present enrollment per course at the 32 vocational-technical schools of Louisiana.

b. Gathered data pertaining to history, development, offerings, enrollment, personnel of vocational-technical schools to provide direction in future planning.

II. PROBLEMS

A statewide manpower survey was proposed and research personnel in Gulf South Research Institute were contacted and conferences were held. An estimate of the cost was made. Due to insufficient funds the survey was not made.

III. SIGNIFICANT FINDINGS AND EVENTS

Feasibility Studies

Survey forms were sent to 1) grades 10, 11 and 12 in the high schools, 2) employers in business and industry and 3) out-of-school youth and adults in the following parishes:

1. Allen Parish

Of the 1,065 students enrolled, 502 were interested in vocational subjects. There were 212 out-of-school youth and adults interested in attending a vocational-technical school.

2. Ascension-St. James

Forms were returned by 1,424 students of the 2,619 enrolled. There were 242 of these interested in vocational subjects, and 289 in business education, or 531 students in these two (2) fields of vocational education. Out of 467 out-of-school youth and adults responding, 446 were interested in attending a vocational-technical school.

3. Jackson Parish

There were 843 students enrolled, with 683 returning forms. There were 168 interested in vocational subjects and 13 in business education, or 180 in these two (2) fields. Of 387 out-of-school persons responding, 362 reported they would attend a vocational-technical school.

4. Minden Area

There were 4,172 students enrolled in Bienville, Claiborne and Webster Parishes. Forms were returned by 3,426 students, with 638 expressing an interest in vocational subjects and 256 in business education, or a total of 894 in vocational education. From the 1,013 out-of-school youth and adults responding, 677 were interested in vocational-technical training.

5. Morehouse Parish

This study is in progress. Of the 1,906 students enrolled, 1,330 returned forms. There were 272 interested in vocational education and 129 in business education, or a total of 401. To date, 382 out-of-school youth and adults have returned forms with 337 reporting interest in vocational-technical training.

6. St. Charles Parish

This study is still in progress. Of the 1,361 students enrolled, 1,032 returned forms. There were 164 interested in vocational subjects, 87 in business education for a total of 251 in these two (2) fields of vocational education. Efforts are being made to collect additional data from out-of-school youth and adults.

7. St. John

This study is also in progress. Of the 1,178 students enrolled, 1,081 returned forms, 243 were interested in vocational subjects, 117 in business education for a total of 360 students in these two (2) fields.

8. West Feliciana

Of the 514 students enrolled, 404 returned forms. There were 136 interested in vocational-technical training. Ninety-four out-of-school persons reported interest in vocational education. Action on this study is pending.

9. Completion of "Manpower Needs in Wholesale and Retail Firms" indicated that during 1969, a 10 percent increase in personnel would be required to fill the jobs available in these areas and that the training offered by the vocational-technical schools was adequate.

There is tremendous interest on the part of the major commercial industries of the nation for the improvement and advancement of the well-trained negro worker.

IV. DISSEMINATION OF ACTIVITIES

A. Information concerning research received from other research coordinating units, as well as results of surveys and studies conducted by this unit, has been distributed to other sections in the State Department of Education.

B. The staff has fulfilled all requests for publications and research materials.

C. As stated previously, completed final reports and summaries of feasibility studies have been submitted to the State Board for Vocational Education.

V. CAPITAL EQUIPMENT ACQUISITIONS

Olivetti-Underwood "Divisumma 24" printing calculator and a 3M "400 Reader-Printer." These were paid for with Vocational Education Act of 1963 funds. This equipment has aided in the performance of the RCU work.

VI. DATA COLLECTIONS (Forms)

Forms or instruments used in surveys and feasibility studies are listed in the Appendix.

VII. OTHER ACTIVITIES

A. Conferences Attended

August 1966 - Louisiana Vocational Association Conference Shreveport, Louisiana

September 1966 - First National Conference, RCU directors and other Office of Education personnel Washington, D. C. Held in Department of Health, Education and Welfare building

November 1966 - Louisiana Teachers' Association Conference Baton Rouge, Louisiana

December 1966 - RCU Conference, North Carolina State University, Raleigh, North Carolina

December 1966 - AVA Conference, Denver, Colorado

January 1967 - Research Management Conference, Ohio State University, Columbus, Ohio. This was an interesting and worthwhile conference on PERT (Program Evaluation and Review Technique).

April 1967 - Region VII Conference on Adult and Vocational Education, Houston, Texas. A report on "The World of Work - Experimental and Controlled Units" was given by the RCU director.

June 1967 - Spring conference of the Southern Research Coordinating Council, University of Tennessee, Knoxville, Tennessee

March 1968 - The National Conference for State Directors, Research Coordinating Units, Michigan State University, East Lansing, Michigan, on "Diffusion of Educational Ideas and Innovations of Educational Procedures."

October 1968 - One-day conference on education research, Southeastern College, Hammond, Louisiana, with Dr. Harold V. Haswell, Dallas Regional Office, in charge.

March 1969 - Fourth National Research Coordinating Unit Directors' Conference, Salt Lake City, Utah.

B. Meetings Attended

June 1967 - Visited Youth Center at Bunkie, Louisiana to assist with a survey of needed facilities and plans for expansion. Recommended changes were submitted.

August 1967 - The Seventeenth Annual Louisiana Vocational Education Meeting. Addressed the Vocational Agriculture Section on "Establishing Cooperative Vocational Education Curriculum in High Schools."

October 1967 - Meeting with Dr. Tom Payzant, Administrative Assistant to Superintendent, Orleans Parish Schools, and Dr. M.U. Eninger, President, Educational Systems, Research Institute on "Project Metro - Effective Evaluation Data for Major City Vocational Education Systems."

July 1968 - Meetings with representatives of the Evangeline Economic Development District (EEDD), composed of eight (8) Southwest Louisiana Parishes, and a representative of Manpower and Training, Economic Development Administration, U. S. Department of Commerce. Prepared survey data (see Appendix) for use in a manpower survey of the EEDD.

December 1968 - Conferred with the program liaison officer, Southwest Educational Development Laboratory pertaining to their program in Louisiana.

January 1969 - RCU staff participated in "A Training Seminar on Using Educational Information Systems " (ERIC). Utilization of "Research in Education" and micro-fiche with readers or reader-printers, was outlined by Dr. Lee G. Burchinal.

C. Other Items of Interest

September 1967 - Completed a ten-week course (one 2-hour session per week) organized in accordance with the Governor of Louisiana, Executive Order No. 53, "Management Development Program for Officers and Employees in the State Service." The class began September 14, and ended November 22, 1967, at which time certificates were awarded 39 participants.

April 1969 - The State Department of Education personnel moved into the New Education Building.

April 1969 - The RCU staff assisted in collecting data and preparation of material for use in the State Plan for Vocational Education as required by Public Law 90-576. The Louisiana Plan was the first State Plan accepted and approved by the Office of Education, Department of Health, Education and Welfare.

VIII. ADMINISTRATIVE PERSONNEL AND RESEARCH COORDINATING UNIT STAFF

A. STATE BOARD OF EDUCATION
(State Board for Vocational Education)

Fred L. Tannehill (President)	Pineville
Harvey P. Peltier (Vice-President)	Thibodaux
Jesse H. Bankston	Baton Rouge
J. Marshall Brown	Gretna
Robert H. Curry	Shreveport
Louis J. Michot	Lafayette
Enoch T. Nix	Bossier City
Nash C. Roberts, Jr.	Metairie
Mrs. A. D. Smith	New Orleans
W. E. Whetstone	Monroe
Dr. Boyd M. Woodard, M. D.	Lake Charles

B. STATE DEPARTMENT OF EDUCATION

Dr. William J. Dodd, J. D.	Superintendent
Mack Avants	Executive Assistant Superintendent

Division of Vocational Education

Thomas S. Derveloy	Assistant Superintendent
Raymond L. Kerr	Executive Assistant
Kirby K. Awagain	Supervisor

Research Coordinating Unit Staff

Name	Title or Position	Period Employed
Dr. Paul B. Brown	Director	August 1, 1966 August 31, 1969
John E. Butler III	Research Statistician	October 1, 1966 June 30, 1967
Mrs. Del Anselmo	Secretary	September 16, 1966 August 31, 1969
Sam Craig	Consultant	March 1, 1968 May 15, 1968
Jack P. Vaughn	Consultant	September 16, 1966 February 29, 1968
Mrs. Jean Anthony	Data Surveyor	May 1, 1967 August 31, 1969
Mrs. Maria Beadle	Data Surveyor	April 1, 1967 August 15, 1967
Mrs. Joyce Harding	Data Surveyor	October 1, 1968 August 31, 1969
Ralph E. King, Jr.	Data Surveyor	August 16, 1966 August 31, 1969
J. B. Manda	Data Surveyor	August 15, 1967 December 31, 1967
Howard Nugent	Data Surveyor	October 1, 1966 December 31, 1966
Mrs. Irene Prince	Data Surveyor	April 1, 1967 August 31, 1969
Barney Ratcliffe	Data Surveyor	December 1, 1966 December 31, 1966
Murphy Richard	Data Surveyor	October 1, 1966 December 31, 1966
Col. John V. Tinnin	Data Surveyor	October 1, 1966 December 31, 1966

APPENDIX

IX. APPENDIX

APPENDIX A

Evangeline Economic Development District

APPENDIX B

Feasibility Studies

APPENDIX C

Laboratory Technician

APPENDIX D

United States Vocational Educational Directory

APPENDIX E

Vocational-Technical School Survey

APPENDIX A

EVANGELINE ECONOMIC DEVELOPMENT DISTRICT

Summary of Public School Dropouts

SUMMARY OF PUBLIC SCHOOL DROPOUTS

EVANGELINE ECONOMIC DEVELOPMENT DISTRICT

1966-1967

PARISH	WHITE			NEGRO			TOTAL		
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL
ACADIA	109	72	181	37	24	61	146	96	242
EVANGELINE	39	36	75	13	28	41	52	64	116
LAFAYETTE	95	82	177	119	92	211	214	174	388
IBERIA	111	63	174	75	45	120	186	108	294
ST. LANDRY	103	81	184	113	102	215	216	183	399
ST. MARTIN	25	35	60	39	22	61	64	57	121
ST. MARY	113	85	198	81	37	118	194	122	316
VERMILION	68	64	132	41	7	48	109	71	180
TOTAL	663	518	1181	518	357	875	1181	875	2056
TOTAL -LOUISIANA	4925	3375	8300	4241	3087	7328	9166	6462	15628
JANUARY 1, 1967 EDUCABLES-DISTRICT			88,596			57,223			145,819
JANUARY 1, 1967 EDUCABLES-LOUISIANA			708,151			391,975			1,100,126

APPENDIX B

FEASIBILITY STUDY FORMS OR INSTRUMENTS

1. Vocational Interest Survey for Students

2. Roster of Students in Vocational Education Survey

3. Vocational Education Survey - Statistical Information

4. Summary - Student Choices for Vocational Courses

5. Employers' Survey

6. Out-of-School Youth and Adults' Vocational Interest Survey

7. Roster of Out-of-School Youth and Adults in Vocational Education - Survey

8. Summary of Vocational-Techrical Survey

Form 1

VOCATIONAL INTEREST SURVEY FOR STUDENTS

Date_____

This survey is being conducted to determine student interest in vocational training. A sound vocational-technical education program is needed to prepare the young men and women of this area for jobs in industry. Your cooperation in this matter is important. Please discuss it with your parents, fill in the requested information and return these forms to your homeroom teacher promptly.

Name_____ Age____ Sex: F_____ M_____

School_____ Home Address_____

Parish_____ Grade_____

What is your major course or curriculum of interest in high school? (Check one)

1) College Preparatory_____ 2) Business_____ 3) Vocational_____

Date of graduation: 196_____ 197_____ 197_____

What are your plans after graduation? Check one of the following:

1) Go to college _____, 2) Train for a job at - a) Vocational
(2 yr. or 4 yr. college
or trade school_____, b) Business school_____ or c) Nursing school_____, 3) Join the armed forces_____ or 4) Get a job_____.

Have you decided on a career or profession? If so, what is it?_____

_____

Average grade in these subjects: Chemistry_____, English_____, Math _____, Physics_____, Science_____, Agriculture_____, Bookkeeping_____, Distributive Education_____, Home Economics_____, Mechanical Drawing_____, Secretarial Practice_____, Shop_____, Shorthand_____, Stenography_____, Typing_____ Other_____.

What do you feel is your best subject in school?_____

If you do not plan to attend college after high school but wish to train for a job or a vocation, please fill out the attached Vocational Interest Survey For Students - Form 2 to indicate the course of training or subject of your interest, showing only one choice.

VOCATIONAL INTEREST SURVEY - 2

In-School Students *

Name_____ Age_____ Home Address_____

Parish_____ City_____

Place an X in the "Choice" column opposite the course in which you are most interested. (If your subject is not listed, write it in one of the spaces * at the end of the typed list.)

Selective List of Courses or Subjects (Job Classification)	Choice	Preparatory Training 8:30 A.M. - 3:30 P.M.
Auto Body - Fender Repair		
Auto Mechanics		
Carpentry - Cabinet Making		
Diesel Mechanics		
Drafting		
Electrical Appliances Repair		
Electronics Communications		
Farm Mechanics		
Highway Engineering Aide		
Machine Shop		
Office Occupations (Check Below)		
Accounting		
Bookkeeping		
Data Processing		
Secretarial Practice		
Shorthand		
Stenography		
Typing		
Radio - TV Repair		
Refrigeration - Air Conditioning		
Small Industrial Machines		
Welding		
*		
*		
*		

*Courses pursued in Trade and Industrial Education may be accredited for the student toward high school graduation provided that standards are met in length of class period and aggregate time allotment to course. One unit is the equivalent of 450 minutes per week, or one and one-half hours per day, five days a week for 36 weeks. A maximum credit of six units in Trade and Industrial courses may be counted.

_____ GRADE DATE OF SURVEY _____

SUBJECT _____ PARISH _____

NO.	NAME	AGE	ADDRESS	SCHOOL

RCU-FORM 68-4

VOCATIONAL EDUCATION SURVEY - STATISTICAL INFORMATION

SCHOOL _____ PARISH _____

			Graduating Seniors End of Session 1968-1969	Student Registration 1969-1970 Session Grade 10	Grade 11	Grade 12
	HIGH SCHOOL GRADUATES WHO RECEIVED EDUCATION IN THESE CURRICULA: *					
1)	**College Preparatory**	Total				
2)	**Business Education** **	Total				
	Bookkeeping					
	Secretarial Practice					
	Shorthand					
	Stenography					
	Typing					
3)	**Vocational Education**	Total				
	Agriculture					
	Distributive Education					
	Home Economics (Homemaking)					
	Industrial Arts					
	Shop (Trade & Ind. Educ.)					
*	**Student Registration**	Total				
	Student Dropout	Total				
	Students Graduated	Total				

Post-High School Activity or Employment		1969
College or University	Total	
Vocational or Trade School	Total	
Business School	Total	
Nursing School	Total	
Armed Forces	Total	
Clerical or Kindred Work	Total	
Labor Market 1) Semiskilled	Total	
Labor Market 2) Unskilled	Total	
Employment Activity Unknown	Total	
Students Graduated	Total	

* The sum of the numbers for the curricula in 1) College Preparatory, 2) Business Education and 3) Vocational Education should equal the total registration.

** The enrollment for each of the subjects under Bus. Ed. or Voc. Ed. may or may not equal but not exceed the total for that curricula. Example, 25 students in bookkeeping and 15 students in typing - Total for Business 25. These students should enroll in one or more of the Bus. Ed. or Voc. Ed. subjects in order to be classified as a major in that curricula.

PARISH WEBSTER

SUMMARY

Student Choices for Vocational Courses
10th, 11th and 12th Grades

	BROWN	CENTRAL	COTTON VALLEY	DOYLINE	DUBBERLY	HEFLIN	MINDEN	SAREPTA	SHONGALOO	SIBLEY	SPRINGHILL	WEBSTER		TOTAL
Auto Mechanics	9	7		2	1	1	7		5	1	10	16		59
Blueprint Reading and Drafting	1		2		1		10		1		6	3		24
Diesel Mechanics	2			2			4				5			14
Drafting														
Electronics Communications	1		3				4			1		4		13
Industrial Instruments Technology	2			2			2				4	1		11
Machine Shop	1									2	2	5		10
Office Occupations: TOTAL:	17	11	6	3	2		15	10	1	2	10	14		91*
Accounting-Business Machines	2	1	1				1	1			3			9
Business Administration	2	1					3			1	1	2		10
Secretarial Course	13	9	5	3	2		11	9	1	1	6	12		72
Stenographic Course														
Welding	6	5	3	1	1			1	1		14	6		38
Miscellaneous Selections **	2		4		3	5	2		1	1	16	5		39
TOTAL	41	24	18	10	8	6	44	11	9	7	67	54		299

* Subtotal for Office Occupations

** Subjects not offered at the vocational-technical school.
Example: Barbering, Cosmetology, etc.

DATE August 8, 19 68

RCU FORM 68-3

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION

EMPLOYERS SURVEY

This is a survey to determine employee requirements in local firms pertinent to the feasibility study for a/the vocational-technical school. Your cooperation will be appreciated.

1. Company name _____ Date _____

   Address _____ Parish _____

2. Nature of the business _____

3. What is the approximate employment of this company? _____ 4. How many are: a) Technicians? _____
   b) Clerical? _____ c) Others? (specify) _____

5. Please give below the information relative to each job classification of skilled occupation in your firm: (Most jobs are considered in the skilled category except common labor positions.)

JOB CLASSIFICATION (Skilled Occupations)	REQUIREMENTS BEGINNING EMPLOYEES			VOC. SCH. GRADS W/O WORK EXP. ACCEPTABLE		WORKERS EMPLOYED NOW	WORKERS TO BE UPGRADED	REPLACEMENT NEEDS (Number)			EXPANSION NEEDS (Number)		
	AGE		EDUCATION										
	Min.	Max.	Min. Grade	Yes	No	(Number)	(Number)	1969	1970	1971	1969	197	1971

Return to: Dr. Paul B. Brown, Director, Research Coordinating Unit
Capitol Bldg., P. O. Box 44064, Baton Rouge, Louisiana 70804

RCU Form 68-1

OUT-OF-SCHOOL YOUTH AND ADULTS' VOCATIONAL INTEREST SURVEY

Date_____

This is a survey to determine the need for a vocational-technical school in this area. Your cooperation is important to you and your community.

Name_____Age_____Sex: F_____M_____

Home Address_____City_____Parish_____

Employed? Yes_____No_____ If Yes, By Whom?_____

What is your job or position?_____

Place an X in the "Choice" column opposite the one course in which you are interested--PLEASE CHECK ONLY ONE COURSE--and an X in either the "Preparatory Training" column or the "Upgrade Training" column.

SELECTIVE LIST OF COURSES OR SUBJECTS (Job Classification)	Choice	Types of Training*		
		Daytime	Evening	
		Preparatory	Upgrade	Preparatory
Auto Body-Fender Repair				
Auto Mechanics				
Advanced Electronics				
Basic Electronics				
Blueprint Reading and Drafting				
Carpentry-Cabinet Making				
Diesel Mechanics				
Electrical Appliance Repair				
Electronics Communications				
Farm Mechanics				
Highway Engineering Aide				
Instrumentation				
Machine Shop				
Office Occupations (Indented Below)				
Accounting				
Bookkeeping				
Data Processing				
Secretarial Practice				
Stenography				
Typing				
Radio-TV Repair				
Refrigeration-Air Conditioning				
Small Industrial Machines				
Welding				

Are you in training at present? Yes___No___ If the one course of your choice were offered in a vocational-technical school in your community, would you plan to attend? Yes___No___Please explain briefly_____

*Daytime--Mon.-Fri., 8:30 A.M.-3:30 P.M.--Preparatory-Offered either part-time or full time. Evening--Mon.-Fri., 7:00-9:00 P.M.--Upgrade-To improve the ability of those employed. Preparatory-A beginning course for employed or unemployed personnel.

Trainees must be 16 years of age or over.

Please complete and promptly return this form to your supervisor or to Dr. Paul B. Brown, P. O. Box 44064, Butler Building, Baton Rouge, La. 70804.

Dept. of Education RCU Form 68-6

ROSTER OF
OUT-OF-SCHOOL YOUTH AND ADULTS
IN VOCATIONAL EDUCATION SURVEY

SUBJECT _____

DATE OF SURVEY _____

PARISH _____

NO.	NAME	AGE	HIGHEST GRADE COMPLETED	ADDRESS	EMPLOYER	JOB OR POSITION

SUMMARY OF VOCATIONAL-TECHNICAL SURVEY

CONDUCTED _____ 1968

PARISH _____ POPULATION _____

PHASE I

VOCATIONAL INTEREST SURVEY FOR STUDENTS

(Includes Grades 10, 11 and 12)

A. Number enrolled _____

B. Number of survey forms returned _____

C. Course or curriculum: (of those reporting)

1. College Preparatory _____
2. Business Education _____
3. Vocational-technical subjects _____
4. Not indicated _____

TOTAL _____

D. Plans after graduation:

1. Go to college _____
2. Train for a job at:
   (a) Vocational-technical school _____
   (b) Business college _____
   (c) Nursing school _____
3. Enter the armed forces _____
4. Get a job _____

TOTAL _____

E. Percent of return/enrollment _____

PHASE II

EMPLOYERS' JOB CLASSIFICATION SURVEY

A. Number of firms responding _____

1. Approximate employment _____
2. Number of skilled employees _____ Other _____
3. Current vacancies _____
4. Voc. sch. graduates w/o work experience acceptable:
   Number: Yes _____ No _____ Not indicated _____

PHASE III

OUT-OF-SCHOOL YOUTH AND ADULTS
(Employees for firms responding-Phase II)

A. Number responding _____

1. Not interested _____
2. Interested _____
   (a) Daytime (Preparatory) _____
   (b) Evening: Upgrade _____ Preparatory _____
   (c) Not indicated _____

DATE. _____

RCU Form (

APPENDIX C

LABORATORY TECHNICIANS

1. Cover Letter

2. Questionnaire for Laboratory Technicians

State of Louisiana

Department of Education

William J. Dodd

State Superintendent

Baton Rouge 70804

January 20, 1967

Dear Sir:

If you employ laboratory technicians, you will be interested in the State Department of Education's plans to set up several new training programs for technicians. This inquiry is the first step in obtaining information about the current needs of business and industry.

To make sure that your type of operations are covered in the program, please give us the information indicated on the attached questionnaire. This will take only a few minutes of your time and will be a great aid to us in setting up these programs. All individual replies will be held in confidence. Thank you for your help.

Sincerely yours,

Paul B. Brown, Director
Research Coordinating Unit

QUESTIONNAIRE FOR LABORATORY TECHNICIANS

1. What type of industry or business are you in? (Check one.)

- ☐ Crude Petroleum or Natural Gas
- ☐ Chemicals and Allied Products
- ☐ Petroleum Refining and Related Industries
- ☐ Rubber and Miscellaneous Plastics Products
- ☐ Medical Research
- ☐ Veterinary Medicine
- ☐ Other (explain)_____

2. Do you employ laboratory technicians? ☐ yes ☐ no

3. How many are now employed in each of the areas listed below?

- ___ Toxicology
- ___ Pharmacology
- ___ Veterinary Medical Technology
- ___ Microbiology
- ___ Care and Management of Laboratory Animals
- ___ Chemistry
- ___ Physics
- ___ Other (explain)_____
- ___ Other (explain)_____

4. How many vacancies do you have now for laboratory technicians?

- ___ Toxicology
- ___ Pharmacology
- ___ Veterinary Medical Technology
- ___ Microbiology
- ___ Care and Management of Laboratory Animals
- ___ Chemistry
- ___ Physics
- ___ Other (explain)_____
- ___ Other (explain)_____

5. How many technicians will you need to add to your staff in the next 5 years?

_____ Toxicology
_____ Pharmacology
_____ Veterinary Medical Technology
_____ Microbiology
_____ Care and Management of Laboratory Animals
_____ Chemistry
_____ Physics
_____ Other (explain) _____
_____ Other (explain) _____

6. What is the monthly salary of your technicians? Starting salary? Highest Salary?

MONTHLY SALARY

Starting Salary	Highest Salary	
_____	_____	Toxicology
_____	_____	Pharmacology
_____	_____	Veterinary Medical Technology
_____	_____	Microbiology
_____	_____	Care and Management of Laboratory Animals
_____	_____	Chemistry
_____	_____	Physics
_____	_____	Other (explain) _____
_____	_____	Other (explain) _____

7. What are the minimum educational requirements for your laboratory technicians?

Please circle one for each area of technology.

Minimum years of education required

Grade School	High School	College	
0 1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	Toxicology
0 1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	Pharmacology
0 1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	Veterinary Medical
0 1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	Microbiology
0 1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	Care and Management of Laboratory Animals
0 1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	Chemistry
0 1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	Physics
0 1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	Other _____
0 1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	Other _____

8. How are your technicians trained? ☐ by vocational-technical schools, ☐ by a formal company training program, ☐ by on-the-job training, ☐ other (please specify) _____

9. Would you hire laboratory technicians trained by state vocational-technical schools?

☐ yes ☐ no ☐ possibly

10. How many employees do you have? _____

Comments: _____

_____

_____

_____

Thank you

APPENDIX D

THE UNITED STATES VOCATIONAL EDUCATION DIRECTORY

1. Cover letter

2. Information for the United States Vocational Education Directory

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
BATON ROUGE 70804

October 20, 1966

TO:_____

FROM: Paul B. Brown, Director
Research Coordinating Unit

Dear Mr._____

As of now, we have not received the information needed on the attached form for "The United States Vocational Education Directory."

We need your cooperation in getting your completed form back to us so that we can get our work done. If you will, please fill this out as soon as you receive it and return to:

Dr. Paul B. Brown, Director
Research Coordinating Unit
Vocational Education
Capitol Building
Baton Rouge, Louisiana 70804

cc: Mr. William E. Johnson
Mr. Thomas S. Derveloy

PBB/pnt

Attachment

INFORMATION FOR - UNITED STATES VOCATIONAL EDUCATION DIRECTORY
(Must be returned by October 10, 1966)

NAMES OF SCHOOL_____ CITY_____

1. TYPE OF SCHOOL: (check one) 1. Regular/Comprehensive Secondary_____, 2. Voc/Technical Secondary_____, 3. Voc/Tech Post Secondary_____, 4. Voc/Tech Combination Secondary & Post Secondary_____, 5. Jr./Community College_____, 6. College/Univ.(4-Yr.)_____, 7. Other (specify)_____.

2. Is the school officially designated by the State Board for Vocational Education as an Area Vocational School. Yes_____No_____.

3. CURRICULUM DATA: For fiscal year 1965 (school year 1965-1966), indicate the program field in which the school had curriculum offerings. Check yes or no. If yes, provide 1) full-time and part-time program enrollments 2) A list of curriculum offerings and 3) Check the applicable boxes at the right that describe each listed offering.

FIELD OF STUDY:_____.
Example: Trade and Industrial, Voc. Agri., Home Ec., etc.

FULL-TIME PROGRAM ENROLLMENT: Yes_____No_____If yes: Number enrolled:_____.

PART-TIME PROGRAM ENROLLMENT: Yes_____No_____If yes: Number enrolled:_____.

TOTAL SCHOOL DAY ENROLLMENT:_____.

Please fill out and return immediately. List Curriculum Offerings Below For Each, Check Applicable boxes.	Secondary School	Post-Sec.,Full Time	Adult-Youth,Part-Time	Cooperative Program	Apprenticeship	Special Needs Program	Please fill out and return immediately. List Curriculum Offerings Below For Each. Check Applicable Boxes.	Secondary School	Post-Sec.,Full-Time	Adult-Youth,PartTime	Cooperative Program	Apprenticeship	Special Needs Program

APPENDIX E

VOCATIONAL-TECHNICAL SCHOOL SURVEY

1. Proposes Survey of the Vocational-Technical Schools in Louisiana (RCU Form 2)

2. Curriculum Information - Louisiana Vocational-Technical Schools (RCU Form 1)

3. Evening - Extension Enrollment Summary (RCU Form 3)

4. Statistical Information on Capacity, Enrollment and Waiting List of Vocational-Technical Schools

PROPOSED SURVEY OF THE VOCATIONAL-TECHNICAL SCHOOLS IN LOUISIANA

Make a study of the vocational-technical schools of Louisiana which are under the direction of the State Board of Education.

Information to be compiled:

I. Data that would provide direction in planning for the vocational-technical program in the future. Such data would include:

- A. History - Date established - authority for establishment, etc.
- B. Development - What has been developed since first year of operation
- C. Offerings - Course offerings - past and present
- D. Enrollment - Past and present
- E. Personnel - Faculty - number of instructors - past and present
- F. Types of people to be served
  1. High school students - in school - graduates - dropouts, etc.
  2. Adults - employed - unemployed, etc.
  3. Upgrading - design of courses for upgrading employed adults
  4. Socio/economic groups - number in this category needing training
- G. Past, present and future projections
  1. Construction - buildings - type - space, amount - utilization
  2. Instruction - course offerings - need for additional courses, number of students now - projected enrollment. Instructors - qualifications - needs, etc.
  3. Data on manpower - past trends and projections on needs for the future
  4. Facilities for future training needs

II. Satellite school - location - course offerings - number of students

III. Cost data - past five years:

- A. Per course
  1. Per student
     a) Per hours of instruction

IV. Breakdown of placement of students:

- A. Per year - past five years
  1. By area of course work

V. Guidance

- A. Work with supervisor of vocational school guidance program

VI. Survey of geographical territory served by the vocational-technical school

- A. Community areas served
- B. Distance of students' homes from the school - 5 miles or more?
  1. Study possibility of bus transportation for the vocational-technical school

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION
RESEARCH COORDINATING UNIT

Name of School: _____ Director: _____

Address: _____ Date: _____

Telephone No. _____ Return To: Dr. Paul B. Brown, Director, Res. Coord. Unit.

SURVEY
CURRICULUM INFORMATION
LOUISIANA VOCATIONAL AND
TECHNICAL SCHOOLS

Item Information* \ Type of Program	Appliance Repair	Auto Body & Fender	Auto Mechanics	Barbering	Business-Training	Cabinetmaking	Carpentry	Civil Engineering Aide Technology	Commercial Cooking	Cosmetology	Data Processing	Diesel Mechanics	Drafting	Dressmaking	Electricity	Electrical Technology	Electrical Communications Technology	Farm Mechanics	Food Service Management	Industrial Electronics Technology	Industrial Engines	Industrial Instruments	Machine Shop	Marine Diesel	Mechanical Drafting & Design Technology	Plumbing	Power Sewing	Practical Nursing	Printing	Radio-Television	Radio-Television Technology	Refrigeration and Air Conditioning	Refrigeration and Air Conditioning Technology	Saw Filing	Sheet Metal	Small Engines	Upholstering	Watchmaking	Welding
Total Capacity Enrollment for each program (course) full-time																																						
Total Capacity Enrollment for each program (course) half-time																																						
Total Present Enrollment for each program (course) full-time																																						
Total Present Enrollment for each program (course) half-time																																						
Number on waiting list for each program (course)																																						

(1). Total school enrollment capacity: Give (1) Total number of students that can be enrolled full-time: _____ (2) Number that can be enrolled half-time: _____ (3) Total _____. (4) Total number on waiting list _____.

(2). Present Enrollment: (1) Number of students enrolled full-time _____. (2) Number of students enrolled half-time _____. (3) Total _____.

*Please fill in the number enrolled in each of the spaces opposite the "Types of Programs" for these items. The information as to total capacity and total present enrollment for each course on both full-time and half-time bases are requested. Full-time = 6 hrs of school attendance / day. RCU 1

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION
RESEARCH COORDINATING UNIT

Name of school: _____ Director: _____

Address: _____ Date: _____

Telephone No. _____ Return To: Dr. Paul B. Brown, Director, Res. Coord. Unit.

EVENING-EXTENSION
ENROLLMENT SUMMARY

Item Information	Type of Program	Accounting	Air Cond. & Refrig.	Blueprint Rdg. & Draft.	Business Machines	Carpenter Apprn.	Computer Systems-Basic	Electrical Apprn.	Electrical-T. Ext.	Electronics-Basic	Ironworker Apprn.	Instrument Tech. Apprn.	Machinist-T. Ext.	Machinist Apprn.	Math for Lab. Tech.	Millwright	Pipefitter Apprn.	Pipe Drafting-Basic	Plumber Apprn.	Rural Ele. Job Train & Safety	Sheet Metal Apprn.	Shorthand-Beginner	Shorthand-Advanced & Int.	Supervisory Training	Traffic Management	Typing																
Total Capacity Enrollment of each Program																																									
Total Accumulated Enrollment for each program 'school year '65-66)																																									
Total Accumulated Enrollment for each program (present school year)																																									
Total Accumulated No. of sections offered during (school year '65-'66)																																									
Total Accumulated No. of sections offered during (present school year)																																									
Duration of each program in terms of hours																																									
Number that completed the course																																									
Number that dropped the course																																									

If your school offers programs not included on this form please insert such programs as well as requested information in the blank spaces provided.

RCU form 3

STATISTICAL INFORMATION ON
CAPACITY, ENROLLMENT AND WAITING LIST
OF VOCATIONAL-TECHNICAL SCHOOLS

REGULAR DAY CLASSES									
COURSES	CAPACITY	ENROLLMENT	WAITING LIST	CAPACITY	ENROLLMENT	WAITING LIST	CAPACITY	ENROLLMENT	WAITING LIST
A/C & Refrig. Mech.									
A/C Technician									
Appliance Repairman									
Auto Body & Fender Rep.									
Auto Mechanics									
Barber									
Building Trades									
Carpenter									
Civil Eng. Tech.									
Commercial Cooking									
Const. Technology									
Cosmetology									
Diesel Mechanics									
Draftsman									
Electrician									
Electronic Mechanic									
Electronic Technician									
Engine Repairman									
Farm Equipment Mech.									
Food Service Management									
Homemaker Aide									
Industrial Engines									
Instrument Maint. Mech.									
Machinist									
Marine Diesel Mech.									
Meat Cutter									
Non-Destructive Test.									
Office Occupations									
Plumber									
Practical Nursing									
Pre-Vocational									
Printer									
Related Subjects									
Saw Filer									
Sewing Machine Op.									
Sheet Metal Worker									
TV Service Repairman									
TV Studio Technician									
Upholsterer, Furniture									
Watchmaker									
Welder									
TOTAL									